

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **DEPUTY CHIEF, DIVISION OF PROCUREMENT AND CONTRACTS**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JANUARY 19, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Procurements and Contracts (DPAC), a C.E.A. III, the Staff Services Manager III is responsible for the following; provide direction to four acquisition offices to develop, implement, and monitor the acquisition, procurement and contracting process; and develop, implement, monitor and enforce department policies, procedures and programs specifically as they relate to procuring and administering all acquisition services. Responsibilities include, but are not limited to:

- Works with external partners to establish the Department's overall statewide acquisition policy. Provides direction and establishes priorities for development and implementation of the Department's acquisitions efforts to contract for services and ensure consistent application of all procurement and contracts acquisition strategies. Submits state and federal reports regarding non-competitive bid purchases, Small Business participation and Disadvantaged Business Enterprise (DBE) participation.

- Oversees statewide contracting issues that impact multiple internal programs such as Caltrans Legal, Project Management, Civil Rights, Traffic Operations, and Accounting; and external entities such as California Small Business, Disabled Veteran Business Enterprise and DBE. Most issues require original solutions that may change internal and external statewide business operations. Recommends an effective course of action to the Chief on critical acquisition issues and activities relating to programs.
- This position has division level program prospective of all factors relating to personnel services, operating expenses and equipment programs. Advises Chief and staff members of the management team solutions to a variety of administrative matters affecting the Division.
- Acts as liaison between DPAC and both internal and external customers/partners on acquisition issues, property control, program audits, Department of General Services delegation reviews, and training of department staff involved in acquisition activities. Ensures acquisition needs are receiving timely processing. Meets with departmental staff to resolve questions and concerns with issues relative to acquisitions. Represents the Department before control agencies and partners.
- Provides expert consultation to senior management, acquisition managers, acquisition analysts, and other departmental staff relative to purchasing and contract acquisitions.
- Independently performs the most difficult analytical work on confidential, sensitive and/or controversial acquisitions.
- Oversees the revision of procurement and contracts acquisition manuals, handbooks, guidelines, forms and contract boilerplate language required, ensuring the Department's acquisition activities comply with changes in the law, regulation and/or other factors which impact procurements and contract services.

MINIMUM QUALIFICATIONS

Applicants meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California State service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California State service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California State service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California State service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.); **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and Department's goals and policies; governmental functions and organization at the State and local level; Department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity (EEO) objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of public contracting requirements including, but not limited to the California Public Contract Code and the Streets and Highway Code.
- Demonstrate knowledge of public and business administration including the fiscal and personnel management and budgetary procedures.
- Demonstrated ability to react quickly to unpredictable events and take appropriate action.
- Demonstrated ability to serve as liaison between headquarters functional divisions and the Districts in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Demonstrated experience and ability to serve on or lead cross-functional statewide or corporate teams assigned to resolve complex problems.
- Demonstrated interpersonal, supervisory, leadership and management skills, including excellent willingness to proactively work in a rapidly changing environment.
- Demonstrated ability to communicate effectively in both oral and written form.
- Demonstrated ability to make clear and convincing presentations in formal settings.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational skills.
- Demonstrated ability to read, write, and understand technical proposals.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates.

A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP34**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **JANUARY 19, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP34)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.